NAVAL MESSAGES

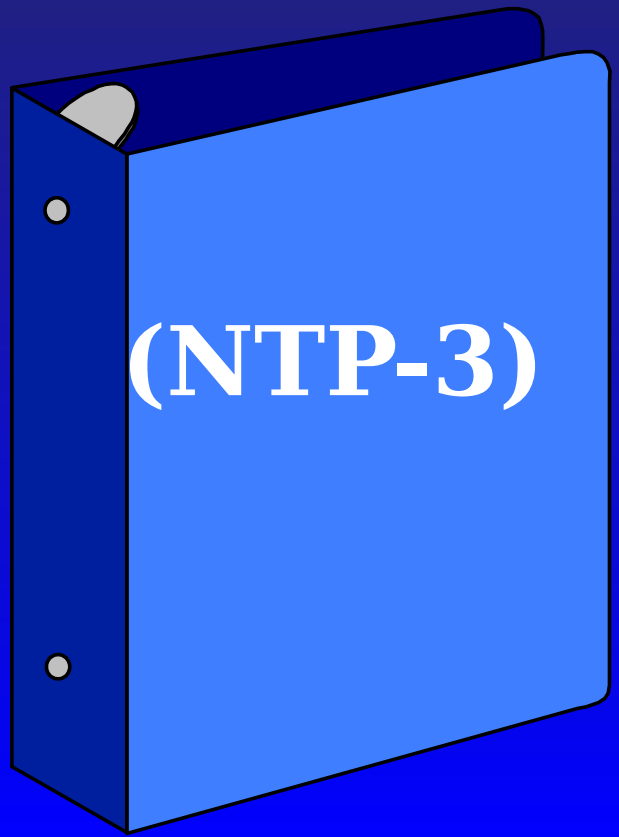
LESSON TOPIC 6.3

Enabling Objectives

- 6.12 Identify the reference for preparing a naval message.
- 6.13 Identify the definition and application of a naval message's precedence.
- 6.14 Identify the purpose and format of a date-time-group (DTG)
- 6.15 Identify the format of a naval message
- 6.16 Identify the responsibilities of the message drafter, message releaser, and the communications center.

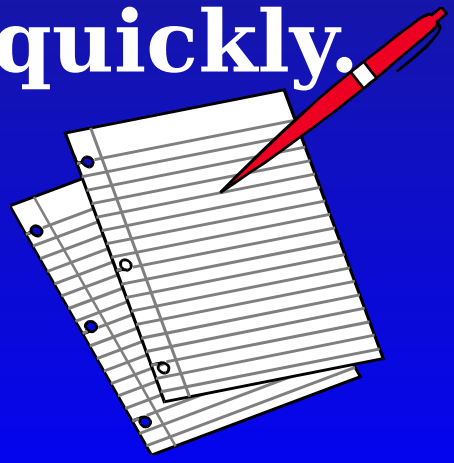
REFERENCE

- TELECOMMUNICATIONS USERS MANUAL



DEFINITION

- Naval messages are the electronic transmission of correspondence and are used only when the information is of an urgent quality and/or must be received quickly.



MESSAGE PRECEDENCE

Precedence: relative order of importance given to messages

- **FLASH (Z)**
- **IMMEDIATE (O)**
- **PRIORITY (P)**
- **ROUTINE (R)**

FLASH (Z)

- To indicate a desired writer-to-reader time of 10 minutes or less
- <u>Highest importance</u> of all messages
- e.g., Initial enemy contact reports
- Supersedes all other message traffic

IMMEDIATE (O)

- Writer-to-reader time of 30 minutes or less
- High operational importance
- e.g., Major movement of forces or strained relations

PRIORITY (P)

- Writer-to-reader time of 3 hours or less
- Highest precedence administrative messages can normally receive
- e.g., Situation report (SITREP)

ROUTINE (R)

- Writer-to-reader time of 6 hours or less
- Assigned to all types of traffic not requiring higher precedence
- Normal peacetime operations
- e.g., Programs / projects

DATE TIME GROUP (DTG)

- Used for identification and filing purposes only
- 281339Z JUL 03
- 28 1339 Z JUL 03

DATE — TIME (GMT) — MONTH — YEAR

ZULU TIME ZONE

DRAFTER'S RESPONSIBILITIES

- Addressed properly
- Clear, concise composition
- Selection of an appropriate precedence
- Proper application of a security clearance

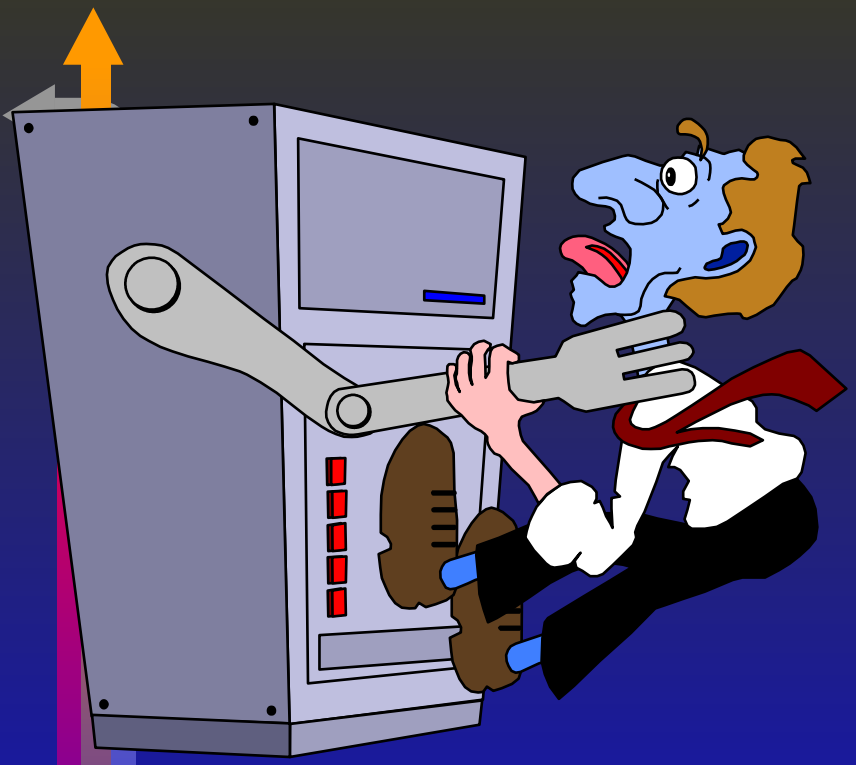
RELEASING AUTHORITY

- Approves the <u>content</u> of the message

- Releasing authority may be drafter
- Requires Commanding Officer's releasing authority

COMMUNICATIONS (MESSAGE) CENTER

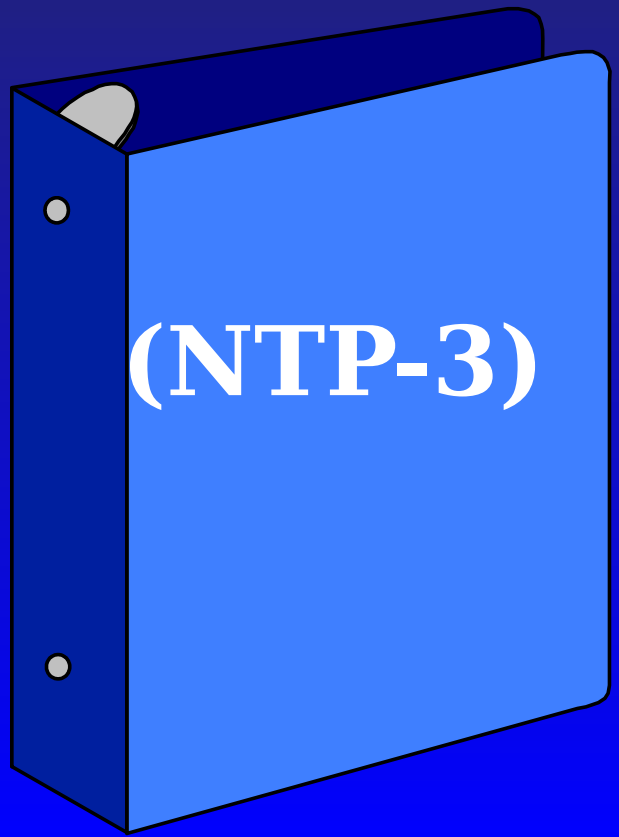
- Checks for:
  - Proper format
  - Proper addressees
  - Authorized release
- Does not check message content



IN SUMMARY

REFERENCE

- TELECOMMUNICATIONS USERS MANUAL



PRECEDENCE

Precedence: relative order of importance given to messages

PRECEDENCE	TIME
FLASH (Z)	10 MINUTES
IMMEDIATE (O)	30 MINUTES
PRIORITY (P)	3 HOURS
ROUTINE (R)	6 HOURS

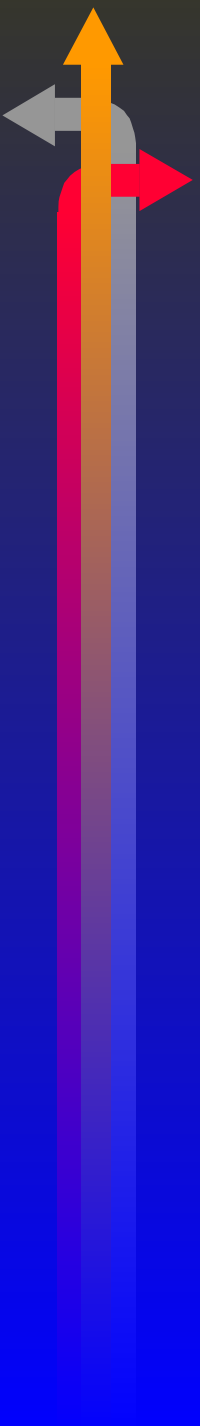
DATE TIME GROUP (DTG)

- Used for identification and filing purposes only
- 281339Z JUL 03
- 28 1339 Z JUL 03

DATE — TIME (GMT) — ZULU TIME ZONE — MONTH — YEAR

People involved in process

- **Drafter - Addressed properly, composition, appropriate precedence, application of a security clearance**
- **Releaser - Approves the message**
- **Comm center - checks for proper format, addressees and authorized release - Does not check message content**



ANY QUESTIONS

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